



Communications and Research Unpaid Internship Idaho Governor's Office of Energy and Mineral Resources

The Governor's Office of Energy and Mineral Resources coordinates energy and mineral resource planning and policy development for the state in order to enhance and sustain the quality of life for the citizens of Idaho. This position is an unpaid position located in OEMR's downtown Boise office. The individual in this position will research energy topics, help prepare reports and monthly newsletters, and create outreach materials to provide education to the public on energy issues.

Example of Duties:

- Write, review, edit and proof website posts, newsletters, social media posts and outreach materials.
- Modernize and regularly update the OEMR website.
- Support staff in writing Idaho Strategic Energy Alliance task force reports.
- Gather, organize, and format information related to the agency's goals, objectives, and services.
- Coordinate information sharing using social media.
- Provide analysis of various energy issues.

Preferred Qualifications:

- Excellent written and oral communication skills, including the ability to communicate complex or technical (analytical/research) information clearly to a range of audiences.
- Knowledge of research methods.
- Excellent organizational skills and an ability to prioritize tasks.
- Ability to exercise good judgement and professionalism in a political environment.

Desired Skills:

- Experience using ArcGIS Online, WordPress, Twitter, Constant Contact, and Adobe.
- Experience researching, composing, and editing informational material.
- Experience with social media communications and monitoring.
- Basic knowledge of photography, publication design, marketing skills.
- Experience creating infographics and data dashboards.
- Innovative, detail-oriented, organized, willing and able to change direction and collaborate.

Contact Information:

Please submit a letter of interest, your resume, and the names and contact information of one (1) professional reference to: marissa.warren@oer.idaho.gov

Your letter of interest and resume should specifically address how this opportunity will support your education and career goals and meet the responsibilities, qualifications and required skills of the position.

The deadline to apply is April 29th.